

# State Tax Commission Application for Admission to the Michigan Certified Assessing Officer (MCAO) Program

This form is issued under the authority of the General Property Tax Act, PA 206 of 1893, Section 211.10d. Filing is mandatory.

**Instructions:** This form must be completed in its entirety. Incomplete applications will not be considered and will be returned to the applicant unprocessed. All applications must be received on or before the indicated due date for the current program (see the [MCAO program link](#) on the State Tax Commission Web site for due dates). Applicants will be informed of their admission or denial into the MCAO program by letter. If an application is denied, you must reapply to the next program for consideration.

Submit the completed application and required attachments to:

Michigan Department of Treasury  
State Tax Commission  
PO Box 30471  
Lansing, MI 48909-7971

## PART 1: APPLICANT INFORMATION

Name (First, Middle Initial, Last)

Street Address

Daytime Telephone Number

City

State

ZIP Code

E-mail Address

Education Level Attained (certificates, associate's, bachelor's, etc.)

## PART 2: REQUIRED ATTACHMENTS

The following items must be submitted with a completed application:

1. A one page summary explaining the reasons you are applying to the MCAO program which includes information regarding any current or past assessment administration experience.
2. A list of any assessment courses you have successfully completed (if applicable).
3. A current resume.

## PART 3: CERTIFICATION

**The following certification statements must be completed in order for your application to be considered complete.**

Have you ever been convicted of a felony, or a misdemeanor involving any violent act, use or possession of a weapon, or act of dishonesty for which the record has not been sealed or expunged?

☐ No

☐ Yes (If yes, explain in the space below.)

*I hereby certify that all the information contained within, and attached to, this application is true and accurate to the best of my knowledge, information and belief.*

Signature

Date